

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief officer of all department operations. The Fire Chief is delegated by the Fire Board of Commissioners as the appointing authority for the department, and is responsible for the administration and coordination of all fire department activities, including fire suppression; fire prevention; fire investigation; planning and research for the department; personnel management and supervision; training; and public relations. The incumbent of this class oversees the financial management for the department and the management of departmental property, equipment and supplies. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Fire Board of Commissioners.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the administration of the fire department operations as chief officer. Develops management policies, and determines goals and objectives for the department. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Directs and controls fireground operations. Directs the handling of emergencies involving hazardous materials. Directs the fire department equipment and personnel when the department is called to assist with special tactical situations. Develops and maintains a system to provide for organized, rapid emergency medical care. Establishes and implements effective fireground communications procedures to avoid confusion and to promote maximum effectiveness of fireground operations. Develops and implements an emergency management system (Incident Command System) based upon the identification and assessment of potential hazards within the district.

Develops methods to identify and evaluate productivity of departmental programs. Identifies target areas for improvement in productivity or effectiveness; develops and initiates programs and procedures to improve the quality and effectiveness of service in these areas. Monitors any local conditions which may create situations the department may be called upon to handle.



Makes personnel management decisions regarding hiring, promotions, demotions, transfers, terminations, and disciplinary actions. Develops a personnel recruitment and selection program, and interviews prospective employees. Establishes a system of performance evaluations by determining the various aspects of performance to be evaluated, and setting performance standards. Uses information developed in performance evaluations to make decisions concerning retention in a job, assignment rotation, or assignment for specialized training. Establishes an internal affairs review process to investigate violations by department personnel of code of conduct. Assists in the development of and administers a comprehensive personnel plan providing for employee compensation and benefits.

Develops a risk management program to control losses; monitors results and makes changes in procedures to minimize or avoid future accidents. Develops and implements a safety program for the department. Provides for outside audits by locating professional fire protection and prevention consultants, and entering into contracts for services.

Manages the operation of the general accounting system for the department. Maintains accurate fiscal records; records expenses, disbursements, and related financial transactions of department accounts. Authorizes expenditure of funds allocated for fire department operations. Prepares and reviews the departmental operating budget.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning preparation, content, control, and retention of all information to be included in the departmental records. Periodically inspects systems and facilities utilized for information management.

Personally completes any forms or records required of the governing authority. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service. Writes proposals for new legislation or for changes in legislation, regulations, or ordinances pertaining to the operation of the fire services.

Supervises all employees assigned to the fire department. Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets task priorities and long term goals for subordinates in order to best accomplish the goals of the organization. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Counsels employees who are experiencing work

problems. Maintains discipline.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members. Serves as an instructor for formal classroom training. Provides for outside instruction as needed.

Promotes a positive image of the department in the daily performance of duties, and by interacting with the public. Makes speeches before public and private sector groups and organizations. Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Coordinates the work of the department with other public agencies, releasing information and giving assistance when needed. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Writes public service announcements, news releases, newspaper articles, or other official department position papers for publication. Handles complaints from the public concerning fire department operations.

Determines target areas for fire prevention or public fire education efforts by analyzing district's fire protection problems. Develops a public fire education program to meet identified district needs. Produces and procures instructional materials to be used in fire prevention and public fire education programs.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Provides for obtaining estimates on repair costs, locating repair services, and arranging for repairs of all department buildings, property, or equipment. Assures that equipment or property is inspected after repairs to see that repairs were properly accomplished. Prepares specifications on new fire department equipment for public bid. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Provides for and oversees a communication system for the department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United

States and being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have and maintain a valid Louisiana Driver's License.

Must have achieved certification as Fire Officer I, as measured by N.F.P.A. Standards

Must have achieved certification as Fire Service Instructor II, as measured by N.F.P.A. standards.

**MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

**EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and/or related areas of fire department operations and management.

**OR**

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and/or related areas of fire department operations and management.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least nine (9) years of progressively responsible experience in fire service positions, at least two (2) years of which must

have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and/or related areas of fire department operations and management.